

NEC

Xen

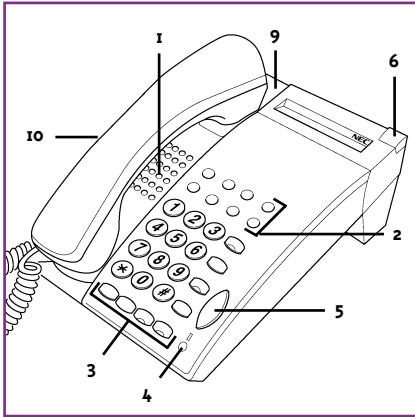


digital
telephone
user guide

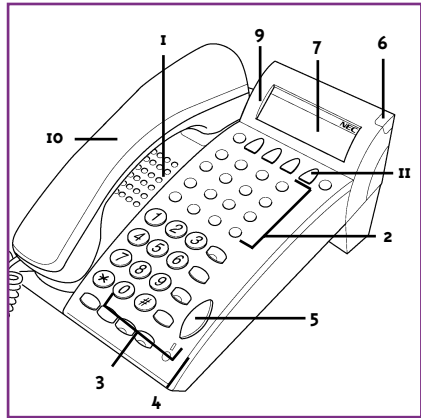
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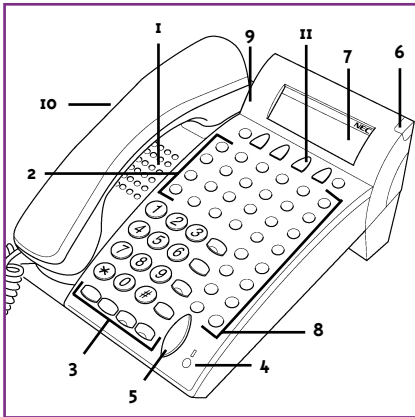
Xen Digital Telephones



Xen Talk 8 line non display



Xen Exec 16 line display



Xen Professional 16 line display with 16 DSS/BLF One Touch Keys

1. Speaker
2. Line Keys/Feature Access Keys
3. Dial pad/Dedicated Function Keys
4. Microphone and Microphone LED
5. Volume Control
6. Large LED (360° Visual Ring Indicator)
7. Alphanumeric Display
8. One Touch Keys
9. Hookswitch
10. Built-in Headset Jack
- II. Soft Keys



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General Information

The following should be considered when reviewing this User Guide:

- Instructions are provided for the Xen digital telephones (DTU-type). When using a Ranger Series digital telephone (ETU-type), note that **ANS=Answer, TRF=Transfer, SPKR=Speaker, CNF=Conf, FNC=Feature, LNR/SPD=Redial**.
- All operational instructions assume Prime Line Pickup is assigned to intercom dial tone, Ringing Line Preference is assigned to all telephones, a Call Appearance and Call Arrival key has been assigned to all digital telephones and only a single tenant has been assigned in the system.
- All access codes listed are standard; some may vary based on system assignment. Please consult your authorised NEC Dealer for the access codes applicable to your system.
- Access to many features is based on system assignments. Not all features may be available from your telephone.
- Telephones equipped with displays will provide useful call processing information such as digits dialled, recall indications, feature confirmation, etc. Xen digital telephones (DTU-type) also show features accessible by the soft keys.

LED Indications

Function	Lamp Status
Line Keys:	
Incoming Call	Rapid Flashing Red
Held Call - Your telephone	Slow Flashing Green
Held Call - Other telephone	Slow Flashing Red
Call in progress	
Your telephone	Steady Green
Other telephone	Steady Red
Hold recall	Intermittent Flashing Green
Large LED: (360° Visual Ring Indicator)	
Incoming calls (CO/PBX, DIT or ANA)	Rapid Flashing Green
Incoming intercom, TIE Line or DID Call	Rapid Flashing Red
Message from Attendant	Slow Flashing Green
Voice Mail Message	Slow Flashing Red
Feature Key:	
DND Set	Intermittent Flashing Red
Call Forward Set	Intermittent Flashing Red
Callback Request	Slow Flashing Red
Incoming Call	Flashing Red
Call in progress	Steady Red
Held Call	Flashing Red Conf LED

Answering Calls

Ringing Calls

- Lift Handset
- Converse

Note: When assigned the delayed ringing feature, incoming calls will first ring at a primary station. If the call is unanswered after a preprogrammed time interval, calls will also ring at the assigned secondary station.

Ringing Calls To A Call Arrival Key

- Lift handset
- Converse

Note 1: A **Call Arrival key** must be assigned to appear and ring at a **Line Key/Feature Access Key**.

Note 2: A **Call Appearance** key must be available to answer an incoming outside call.

Voice Announce Calls

- Ensure microphone (MIC) LED is lit
- Adjust **Speaker** volume ▲ or ▼ as needed
- Respond handsfree

Note: The handset may be used at any time during the conversation

Camp-on (Call Waiting)

Receive camp-on tone while on another call

- Replace handset to disconnect present call OR press **Hold** and press the **Hookswitch** to converse with second party.

Call Alert Notification

With a call in progress

- Receive Call Alert Notification
- Press **Hold**, converse with second party

Note 1: The second call may be placed on hold if the line appearance is assigned or if a Call Appearance key is available

Note 2: Press flashing **Line Key**, **Call Appearance key** or **Conf key** to return to the first call.

Making Calls

Internal Calls

- Lift handset
- Dial station number or "9" for the attendant (or reception)
OR press **Feature Access Key** or **One Touch Key** programmed for Direct Station Selection
- Voice announce after tone burst or wait for ringing call to be answered.

Note 1: When calling a digital telephone, dialling 1 after the station number will change ringing to voice or voice to ringing.

Note 2: To directly access a personal voice mailbox on the Xen Mail system, dial 7 after dialling the station number.

Outside Calls

- Lift handset
- Dial trunk access code i.e 0
- OR** press idle **Outside Line Key**
- Dial telephone number
- Converse

Preset Dialling

- Dial the desired number
- Lift handset
- Converse

Last CO/PBX Number Redial

- Lift handset
- Press **Redial**
- Dial Last Number Redial code #
- Converse

Speed Dial- Using The Redial (LNR/SPD) key

- Lift handset
- Press **Redial (LNR/SPD)** and dial Speed Dial Memory Location:
Station Speed Dial 80-99
System Speed Dial 00-79
- OR** press **Feature Access key** or **One Touch Key** programmed for Station Speed Dial
- Converse

Speed Dial - Using The Softkeys

- Press the **SYS.** or **STA.** Softkey (△)
(System or Station Speed Dial respectively)

Continued next page

- Press the **UP** or **DOWN** softkey (△), repeatedly until the desired name/number is displayed.
- To search alphabetically (optional step):
 - Press the dial key showing the first letter of the name to be dialled
 - Continue to press this dial key until the desired letter is displayed
 - Press * to display the first match corresponding the chosen letter
- Lift handset to dial the displayed name/number

Trunk Queuing

After dialling trunk access code or pressing a busy **Line Key** and receiving a line busy indication:

- Dial Trunk Queue set code **78**
- Replace handset

Note: When a line is available, your telephone will ring: lift handset and place call.

Microphone Control

- Press **Feature**
- Dial MIC On/Off code 1

Note 1: Lit MIC LED indicates MIC on

Note 2: **MIC ON/OFF** key may be assigned to a Feature Access Key or One Touch Key

Note 3: If talking on handset rather than handsfree, the handset microphone will be muted and the MIC LED will flash.

Handsfree Calls

- Press **Speaker**, LED lights
- Ensure **MIC** LED is lit
- Place internal or outside call
- Converse
- Press **Speaker** to disconnect call

Note: The handset may be used at any time during the conversation. To resume handsfree operation or to monitor a call, press **Speaker** (LED lights) and replace handset.

Placing A Call On Hold

Non-Exclusive Hold

With a call in progress:

- Press Hold

Placing A Call On Hold (Continued)

Exclusive Hold

With a call in progress:

- Press **Feature**
- Press **Hold**

Note 1: To retrieve a held call, press the flashing Line Key, Call Appearance Key or Conf key (for internal calls).

Note 2: Call on Non-Exclusive Hold can be retrieved from any digital telephone with the held line appearance or **Call Appearance key**.

Note 3: After a preprogrammed time, the held call will recall to the originating station. Once in a recall condition, Exclusively Held calls can be retrieved from any station with the held line appearance or **Call Appearance key**.

Transferring Calls

Using Manual Dial

With a call in progress

- Press **Transfer**
- Dial station number
- Announce call (optional)
- Replace handset

Using Direct Station Selection (DSS)

With a call in progress

- Press **Transfer**
- Press programmed **DSS**
- Announce call (optional)
- Replace handset

Note 1: If the called station is busy, replace handset to initiate a camp-on. Unanswered camp-ons and unscreened transfers will recall to the attendant telephone. After answering the recall, pressing **Feature 86** will transfer the call to the personal voice mailbox of the station number dialled.

Note 2: To return to the original party, press flashing **Line Key, Call Appearance key** or **Conf key**.

Note 3: A **Feature Access Key** or **One Touch Key** may be assigned for DSS.

Note 4: To transfer a call directly to a personal voice mailbox, dial 7 after dialling the station number.

Conference

With a call in progress

- Press **Conf**
- Place second call (internal or external)
- Announce conference
- Press **Conf** to establish conference

Note 1: Repeat above procedure to add an additional party. (Max 2 outside parties).

Note 2: An unsupervised conference may be established by pressing the Conf key again, after the conference has been established. The parties may continue to converse in private. Press the flashing Conf key to return to the conversation.

Call Park - System

Set

With a call in progress

- Press **Transfer**
- Dial Call Park Set code **4***
- Dial Call Park location 0-9
- Replace handset

Retrieve

From any station

- Lift handset
- Dial Call Park Retrieval code **4#**
- Dial Call Park Location 0-9
- Converse

Note: If the dialled Call Park location is busy, dial another Call Park location (0-9).

Station Busy/No Answer Options

Automatic Callback

Set

When calling a busy digital telephone

- Dial Automatic Callback code **0**
- Replace handset

Answer

When both telephones are idle originating telephone rings

- Lift handset
- Call is placed automatically

Callback Request

Set

When calling a busy or unanswered digital telephone

- Dial Callback Request code **#**
- Replace Handset

Answer

Receive display and/or **Feature** LED message indication:

- Lift handset
- Dial **#**; request originator is automatically called
- Repeat above procedure to respond to additional messages

Note: Callback messages are automatically cancelled once the originating station is called.

Tone Override

Set

When calling a busy digital telephone:

- Dial Tone Override code ***** to send tone
- Wait for signalled party to answer

Answer

With a call in progress:

- Receive tone override signal†
- Press **Hold**
- Converse with second party

†If handsfree, a visual indication only (*****) will be provided on the telephone's display.

Note: An Override Tone will be sent each time "*****" is pressed.

Station Busy/No Answer Options (Continued)

Step Call

When calling a busy telephone

- Dial **2** to advance to the next station number in that 10's group

Voice Over

Originate

When calling a busy telephone:

- Dial Voice Over code **6**
- Announce message

Answer

With a call in progress:

- Receive Voice Over announcement
- Press **Hold**
- Converse with Voice Over originator
- Press **Answer** key to alternate between parties

Whisper Page

With a call in progress:

- Receive Voice Over announcement
- Press **Feature**
- Dial **65**
- Converse with Voice Over originator while monitoring first call
- Press **Feature**
- Dial **65**
- Converse with first caller while monitoring Voice Over originator

Note: The Whisper Page Access Code may be assigned to a Feature Access Key or One Touch Key.

Outside Call Dialling Options

Save & Repeat

Save

With an originating outside call in progress:

- Press **Feature**
- Dial **9**; called number is stored
- Replace handset

Repeat

Lift handset

- Press **Redial**
- Dial #; stored number is dialled

Outside Call Dialling Options (Continued)

Store & Repeat

Store

With an outside call in progress:

- Press **Feature**
- Dial **7**
- Dial new phone number to be stored
- Press **Feature**
- Complete conversation and replace handset

Repeat

Lift handset

- Press **Redial**
- Dial *****; stored number is dialled

Note: Store & Repeat and Save & Repeat features cannot be used simultaneously.

Automatic Redial

After originating a busy or unanswered outside call:

- Press **Speaker**
- Replace handset
- Press **Feature**
- Press **Redial**
- Call is repeatedly dialled until answered, cancelled or the maximum number of redial attempts is reached
- Lift handset when the called party answers

Note 1: Press Speaker to cancel Automatic Redial.

Note 2: System programming determines waiting time and number of redial attempts.

Caller ID

Answer

Receive incoming ringing or transferred outside call:

- Review telephone display for calling party's name or number
- Answer call accordingly

Placing Caller ID Calls

- Press **SCROLL** repeatedly until desired number is displayed
- Lift handset to automatically dial displayed number
- Converse

Note 1: Caller ID will be displayed even when station is busy or in DND mode, allowing the user to identify the incoming call.

Note 2: The last 10 calls received with caller ID information are stored and are accessible with the **SCROLL** key.

Note 3: Least Cost Routing (LCR) is required to automatically dial Caller ID calls.

Note 4: Press lit **Line Key** to review calling party's name or number while the call is in progress.

Call Pick Up

Call Pick Up System

Upon hearing ringing at another telephone:

- Lift handset
- Dial Call Pickup code:
 - All Calls **68**
 - Outside Line **6***
 - Night Call Pickup **69**
- Converse

Call Pick Up Direct

Upon hearing ringing or voice announcement at another telephone:

- Lift handset
- Dial Call Pickup Direct code **67**
- Dial station number of the telephone to be answered
- Converse

Paging

- Lift handset
- Dial paging code:

Internal

- -All zones **51**
- -Zone A **52**
- -Zone B **53**
- -Zone C **54**

External

- -All int. & ext. **59**
- -All zones **55**
- -Zone A **56**
- -Zone B **57**
- -Zone C **58**

- Page
- Wait for Meet-Me Answer or replace handset

Meet-Me Answer

- Lift handset
- Dial Meet-Me Answer code:
 - Internal Page **5***
 - External Page **5 #**
- Converse

Background Music

Set/Cancel

- Press **Feature**
- Dial BGM On/Off code **26**

Note: A BGM key may be assigned in system programming to set/cancel the Background Music feature.

Call Forward All Calls (CF/A) Do Not Disturb (DND)

Set

- Press **Feature**
- Dial Call Forward All/DND set code **60**
- Select operation
 - DND**: Press **Feature**
 - Call Forward All**: Dial destination station number or voice mail and press **Feature**

Cancel

- Press **Feature**
- Dial Call Forward All/DND cancel code **69**
- Press **Feature**

Note 1: The **Feature** LED will flash intermittently when your telephone is in **Call Forward/DND**.

Note 2: While set, Call Forward All will override Call Forward Busy/No Answer setting.

Note 3: If Call Forward All and Do Not Disturb are both set, the feature set last is activated.

Note 4: A **CFA/DND** key may be assigned in system programming to set/cancel this feature. When setting Call Forward All, a destination station must be entered. A lit LED indicates that Call Forward All/Do Not Disturb is set.

Call Forward Busy/No Answer (B/NA)

Set

- Press **Speaker**
- Dial Call Forward B/NA set code **43**
- Dial destination station number or voice mail
- Press **Speaker**

Cancel

- Press **Speaker**
- Dial Call Forward cancel code **44**
- Press **Speaker**

Note 1: The **Feature** LED will flash intermittently when your telephone is in Call Forward.

Note 2: While set, Call Forward All will override Call Forward Busy/No Answer setting.

Note 3: A **CF B/NA** key may be assigned in system programming to set/cancel this feature. When setting Call Forward Busy/No Answer, a destination station must be entered. A lit LED indicates that CF B/NA is set.

Call Forward Destination

From Destination Station

Set

- Press **Speaker**
- Dial Call Forward All Destination set code **47**
- Dial your station number
- Dial destination station number or voice mail
- Press **Speaker**

Cancel

- Press **Speaker**
- Dial Call Forward All Destination cancel code **48**
- Dial your station number
- Press **Speaker**

Customised Message

From display telephone:

- Press **Feature**
- Dial Customised Message code **70**
- Dial * to scroll through messages
- Dial # to select messages
- Dial return date and time if required (Month/Day, Hour/Minute, using 4-digit, 24 hour clock)
- Press **Feature**

Note: When your telephone is set for **Do Not Disturb**, other display telephones will receive your message upon calling your station.

Station Outgoing Lockout

Changing Lockout Code

- Press **Speaker**
- Dial Lockout Change access code_____
- Dial current Lockout code
- Dial new Lockout code
- Press **Speaker**

Note 1: By default, Lockout code is set at 000000000 (10 zeros).

Note 2: When Lockout code is set for the first time, station is automatically restricted.

Note 3: Lockout code may be a maximum of 10 digits. If the new Lockout code is less than 10 digits, press the Speaker to re-enter.

Note 4: When set, Station Outgoing Lockout restricts all outgoing calls.

Set/Cancel Station Outgoing Lockout

- Press **Speaker**
- Dial Station Lockout
 - Set code _____
 - Cancel code _____
- Dial Lockout code
- Press **Speaker**

Account Code Entry

With an outside call in progress With an outside call on hold:

- | | |
|---|---|
| ■ Press Feature | ■ Dial Account Code Entry Code_____ |
| ■ Dial 66 | ■ Dial Account Code (16 digits maximum) |
| ■ Dial Account Code (16 digits maximum) | ■ Retrieve held call |
| ■ Press Feature | |

Note 1: The outside party will not hear digits being dialled.

Note 2: The Account Code Entry Code may be assigned to a **Feature Access Key** or **One Touch Key**.

Account Code Forced/Verified

To place an outside call:

- Lift handset
- Dial Forced Account access code_____
- Dial Forced Account code_____(up to 13 digits)
- Dial trunk access code i.e. 0 and outside number

Note: When calling from a station that is assigned the Account Code Forced/Verified feature, outgoing call will only be processed after the dialled Account Code is verified.

DISA Password

Setting Your DISA Password

- Lift handset
- Dial DISA Password set access code_____
- Dial your DISA ID code_____
- Dial your current DISA password_____ default 000000000 (10 zeros)
- Dial your new DISA password_____
- Replace handset

Note 1: Password may be a maximum of 10 digits. If the new password is less than 10 digits, replace the handset to enter.

Note 2: It is recommended that your DISA password be 10 digits and be changed frequently to prevent unauthorised use.

ACD/UCD

Log On

- Press **Speaker**
- Dial access code_____
- Dial **1**
- Press **Speaker**

Log Off

- Press **Speaker**
- Dial access code_____
- Dial **2**
- Press **Speaker**

Note: A LOG key may be assigned in system programming to log/off from the ACD/UCD group. A lit led indicates that the station is logged-on.

Break Mode

Set

- Press **Speaker**
- Dial **40**
- Press **Speaker**

Cancel

- Press **Speaker**
- Dial **42**
- Press **Speaker**

Note 1: Break Mode is only available while an agent is logged-on.

Note 2: A **Break** key may be assigned in system programming to set/cancel Break Mode. A lit LED indicates that the station is in Break Mode.

Answering Call Using Headset

- Press **HEADSET** to answer
- Converse
- Press **HEADSET** to hang up

Volume Control

Off-Hook Ringing Volume

- Press **Feature**
- Press **60**
- Press **Off-Hook Ringing**
- Press **Volume code 1**
- Press **▲** or **▼** to set level
- Press **Feature**

Ringling Volume

- Press **Speaker**
- Press **60**
- Press **Dial Ringing Volume code 1**
- Press **▲** or **▼** to set level
- Press **Speaker**

Note 1: Press **▲** or **▼** during audible telephone activity to adjust handset or speaker volume.

Note 2: When the telephone is idle, **▲** or **▼** is used to adjust display contrast.

Programming

Resetting Feature LED

- Press **Feature**
- Dial **99**
- Press **Feature**

Note: Resetting the **Feature** LED will cancel Call Forward All Calls, Do Not Disturb and Callback Request settings.

Station Speed Dial - Dial Access

- Press **Feature**
- Press **Redial**
- Dial Speed Dial Memory location **80-99**
- Dial trunk access code i.e. **0** (if necessary)
- Dial telephone number to be stored (24 digits maximum)
- Press **Hold** (if entering name) and dial name of party (13 letters maximum)
- Press **Feature**

Note 1: Press **Redial** to insert a pause or **Recall** to store a hookflash.

Note 2: Refer to **Character Entry Codes** when entering name of party.

Note 3: Station Speed Dial is not available when 1000 System Speed Dial mode is selected.

Feature Access Keys

Station Speed Dial (Outside Numbers)

- Press **Feature**
- Press **Redial**
- Press **Feature Access Key** to be programmed
- Dial **o**
- Dial trunk access code
i.e **o** (if necessary)
- Dial telephone number to be stored (16 digits maximum)
- Press **Feature**

DSS/BLF (Stations) And Feature Access

- Press **Feature**
- Press **Redial**
- Press **Feature Access Key** to be programmed
- Dial **r** and station number to be stored
- OR** dial feature access code to be stored as indicated in the **Quick Entry Guide**
- Press **Feature**

Note 1: Press **Redial** to insert a pause and **Recall** to insert a hookflash.

Note 2: Busy Lamp Field status indication will be provided on keys programmed for DSS.

One Touch Keys

Station Speed Dial (Outside Numbers)

- Press **Feature**
- Press **Redial**
- Press **One Touch Key** to be programmed
- Dial **o**
- Dial trunk access code
i.e **o** (if necessary)
- Dial telephone number to be stored (16 digits maximum)
- Press **Feature**

DSS/BLF (Stations) And Feature Access

- Press **Feature**
- Press **Redial**
- Press **One Touch Key** to be programmed
- Dial **r** and station number to be stored
- OR** dial feature access code to be stored as indicated in the **Quick Entry Guide**
- Press **Feature**

Note 1: Press **Redial** to insert a pause and **Recall** to insert a hookflash.

Note 2: Busy Lamp Field status indication will be provided on keys programmed for DSS.

Character Entry Codes

Character	Code	Character	Code	Character	Code
Blank	032	ø	064		096
!	033	A	065	a	097
	034	B	066	b	098
#	035	C	067	c	099
\$	036	D	068	d	100
%	037	E	069	e	101
&	038	F	070	f	102
'	039	G	071	g	103
(040	H	072	h	104
)	041	I	073	i	105
*	042	J	074	j	106
+	043	K	075	k	107
,	044	L	076	l	108
-	045	M	077	m	109
-	046	N	078	n	110
/	047	O	079	o	111
0	048	P	080	p	112
1	049	Q	081	q	113
2	050	R	082	r	114
3	051	S	083	s	115
4	052	T	084	t	116
5	053	U	085	u	117
6	054	V	086	v	118
7	055	W	087	w	119
8	056	X	088	x	120
9	057	Y	089	y	121
:	058	Z	090	z	122
;	059	[091	{	123
"	060	¥	092		124
=	061]	093	}	125
"	062		094	→	126
?	063	_	095		127

Quick Entry Guide For Programming Feature Access Keys and One Touch Keys

Feature	Press
Microphone On/Off	# > 1
Call Forward All Set	# > 60 > Dial destination > Answer > Feature (FNC) > Feature (FNC)
Do Not Disturb - Set	# > 60 > Answer > Feature (FNC) > Feature (FNC)
Call Forward All/DND - Cancel	# > 69 > Answer > Feature (FNC) > Feature (FNC)
Save & Repeat - Set	# > 9
Store & Repeat - Set	# > 7
Whisper Page	# > 65
Quick Transfer To Voice Mail	# > 86
Background Music	# > 26
Voice Over Originate	1 > 6
Call Forward Busy/ No Answer - Set	1 > 43 > Dial Destination > Answer > Speaker > Feature (FNC)
Internal Paging All Zone	1 > 51
Internal Paging Meet-Me	1 > 5*
External Paging All Zone	1 > 55
External Paging Meet-Me	1 > 5#
Call Pick Up All Calls	1 > 68
Call Pick Up Direct	1 > 67

Note 1: When pressed, the Answer Key will not appear in the display. This is normal operation.

Note 2: Other features may be programmed in addition to those listed above. Refer to the Xen Mail User Guide for features related to Voice Mail.

Quick Reference Guide

Outside Calling

Outside Call	Dial 0 ► Dial Telephone Number
Last CO/PBX number redial	Redial ► Dial #
Speed Dial	Redial ► Dial 00-99
Save/Store & Repeat - Access	Redial ► Dial *
Trunk Queue	Receive Trunk Busy Indication ► Dial 78
Automatic Redial	Receive busy ► Speaker ► Replace Handset ► Feature ► Redial

Internal Calling

Station Call	Dial Station Number or DSS key
Automatic Callback	Reach Busy Station ► Dial 0
Callback Request	Reach Busy/No Answer Station ► Dial #
Tone Override	Reach Busy Station ► Dial *
Voice Over Originate	Reach Busy Station ► Dial 6
Quick Transfer To Voice Mail	Dial station number or DSS key ► Dial 7

With A Call In Progress

Hold	Hold
Exclusive Hold	Feature ► Hold
Transfer	Transfer ► Dial Station Number or DSS key
Quick Transfer To Voice Mail	Transfer ► Dial Station Number or DSS key ► dial 7
Conference	Conf ► Place 2nd Call ► Conf
Call Park System	SET: Transfer ► Dial 4* ► Dial 0 - 9 RETRIEVE: Dial 4 # ► Dial 0 - 9
Save & Repeat - Save	Feature ► Dial 9
Store & Repeat - Store	Feature Dial 7 ► Dial number to Store ► Feature
Whisper Page	Receive Voice Over ► Feature ► Dial 65

From The Intercom

Internal Paging	Dial 51-54 ► Page
External Paging	Dial 55-59 ► Page
Call Pickup All Calls	Dial 68
Call Pickup Direct	Dial 67 ► Dial Station Number

From An Idle Telephone

Microphone Control	Feature ► Dial 1
Call Forward All/DND	SET: Feature ► Dial 60 ► Dial Destination Station (CF/A Only) ► Feature CANCEL: Feature ► Dial 69 ► Feature
Call Forward Busy/No Answer	SET: Speaker ► Dial 43 ► Dial Destination Station ► Speaker CANCEL: Speaker ► Dial 44 ► Speaker
FNC LED Reset	Feature ► Dial 99 ► Feature



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